

QUERY REPORTS

The query reports feature allows users to search the sales file using any search criteria. This feature is most often used to query for sales of certain commercial occupancy codes in multiple counties. Other examples include sales of recreational property or residential properties above specified square footage and/or selling prices. All users of the sales file can query sales in every county.

Because the query designer is complex, basic instructions have been provided. Consult your field liaison for additional assistance using this tool.

- 1) From the Main Menu select 'Statistical Analysis and Reports'.

Statistical Analysis and Reports

- ☐ Borrow Sales - Assessor
- ☐ Statistical Analysis and Reports

- 2) Select 'Query Designer' button.

Custom Queries

Quick Query

Query Designer

- 3) On the User Defined Query page, select 'Create New Query' button.

User Query

no data found

Create New Query

Delete Queries

- 4) The query designer uses tables and fields. Fields are the individual data cells in the sales file (county number, book, page, etc.). The fields are organized in eight tables. In creating the query select the table(s) that contain the fields that you want included in the report.

The eight tables are:

- a) **PropertySale** – this table will be selected for most queries. The PropertySale table generally includes the 521 information (except buyer/seller information) and the location codes.
- b) **Qualified** – the Qualified table includes assessor defined fields such as the qualification, assessor adjustment, comments, assessor location, valuation grouping, etc.
- c) **AssdValues** – this contains land, improvement, and total assessed values as well as the property codes such as property type, status, zoning, etc.
- d) **Residential** – residential supplemental information
- e) **Commercial** – commercial supplemental information
- f) **Agricultural** – includes Ag total acres and value, non-ag total acres and value, greenbelt value, and irrigation type
- g) **AG LCGs** – includes the individual lcg acre and value fields
- h) **Buyer/Seller** – buyer and seller name, address, and phone number fields

Note: The PropertySale table will always pull current County, Book, PageNo and Sale Date. These fields do not need to be added unless multiple counties are run.

Select the table(s) to query from and enter them to the right column.

Home > Main Menu > Reports > User Defined Query > User Query Form

Table Selection

Selection

Assessor
ResSale
ComSale
AgSale
Agchrvalues

Reset
Move All
Move Over
Remove
Remove All

ADD TABLES

Select Fields

Add/Update Selected Fields

- 5) The tables should display on the right column. Select 'Add Tables' button.

Home > Main Menu > Reports > User Defined Query > User Query Form

Table Selection

Selection

- Assessor
- ResSale
- ComSale
- AgSale
- Agchrvalues

- AssdValues
- PropertySale

ADD TABLES

Select Fields

Add/Update Selected Fields

- 6) Once the tables are added, fields can be selected. Select the fields that will be included in the report. The order that the fields appear in the boxes is the order in which they will export, you can move them up and down in the box to change the order.

Table Selection

Selection

- Qualified
- Residential
- Commercial
- Agricultural
- AG LCGs

- PropertySale
- AssdValues

ADD TABLES

Select Fields

Propertysale

- BLOCK
- BOOK
- CNTY
- COMBO_PARCEL
- COMMENTS

-

Assdvalues

- ENTEREDBY
- ENTRYSTAMP
- IMPROV
- LAND
- LOCATION

-

Add/Update Selected Fields

- 7) Once all fields have been moved, select 'Add/Update Selected Fields' button. The Field Criteria values will now display, and criteria parameters can be added.

Select Fields

Propertysale

- BASEONLY
- COMBO_PARCEL
- COMMENTS
- DADJUST
- DEEDDATE

- BOOK
- CNTY
- BLOCK

Assdvalues

- CITYSIZE
- ENTEREDBY
- ENTRYSTAMP
- MODIFIEDBY
- PARCELSIZE

- IMPROV
- LAND
- LOCATION

Add/Update Selected Fields

Field Criteria

Enter date as MM/DD/YYYY

Field Crit

Equals

Not Equals

Greater Than

Greater or Equal

Smaller Than

Smaller or Equal

Between

In List

Not in List

Parameter

Delete

- 8) Field criteria are search options. Define every condition that will be used to filter the sales. Add the field for the criteria and select the operation from the options below.

Field Criteria

Enter date as MM/DD/YYYY

Field Crit

Between

Equals

Not Equals

Greater Than

Greater or Equal

Smaller Than

Smaller or Equal

Between

In List

Not in List

Parameter

and

no data four

- 9) Select 'Add Criteria Parameter' button. The field criteria will be displayed below.
- a. To enter more than one value use the 'In list' dropdown option and enter a comma between the values with NO space.
- 10) Add as many criteria as necessary.

Field Criteria

Enter date as MM/DD/YYYY

Field Crit

Equals

5000

Add Criteria Parameter

Field Criteria

Enter date as MM/DD/YYYY

Field Crit

Field Criteria

	Field	Field Criteria
<input type="checkbox"/>	trim(PS.CNTY)	IN ('01','05','35')
		1 - 1

- 11) After all criteria have been entered, select 'Generate Query' button. The formula statement will be displayed.

NOTE: Any time changes are made, the 'Generate Query' button must be selected again.

Stored Query

Query

Save Query

Query Name Query Description

To save the query, type a query name and brief description, then select 'Save' button.

- 12) Select 'Run Query' button. Allow the program to process the request.

NOTE: This could take up to 30 seconds or longer depending upon the amount of data queried. Do not push any other buttons. At the bottom of the page, the time bar, will display the program is working.

Stored Query

Generate Query

Query

```
SELECT  
PS.EXCHANGE, PS.GEO, PS.LOCATIONID, PS.MARKET, PS.NON  
REALAMT, AV.LAND, AV.IMPROV, AV.LOCATION, AV.PROPTYPE  
FROM PROPERTYSALE PS, ASSDVALUES AV  
WHERE PS.SALEID = AV.SALEID AND trim(AV.PROPTYPE)  
= '01' AND AV.LAND > 50000
```

Run Query

Save Query

Query Name Query Description **Save**

- 13) A pop-up box will come up and give options to open, save, or cancel the results.

Do you want to open or save report_1.csv (15 bytes) from padsalesfile.nebraska.gov?

Open **Save** **Cancel**

- 14) Select 'Open' button. In Excel, select File and Save As to save the file to your computer.
- 15) On the User Defined Query page, existing queries can be selected for editing by selecting the query from the Select Query ID dropdown, and then selecting the 'EDIT' button.

Query Numbers

Select Query ID **OCCUP CODES**

EDIT **RUN**

- 16) Delete any criteria or add new fields as needed.

Field Criteria

Enter date as MM/DD/YYYY

Field Crit

Add Criteria Parameter

Field Criterias

Delete Criteria

	Field	Field Criteria
<input type="checkbox"/>	trim(PS.CNTY)	IN ('01','05','06')
<input type="checkbox"/>	PS.MARKET	= '1'
<input type="checkbox"/>	trim(RES.QUALITY)	> '1'
<input type="checkbox"/>	PS.SALEDATE	BETWEEN '01-JUL-09' AND '30-JUL-09'

1 - 4

- 17) Select 'Generate Query' button, and then select 'Save Query' button.

Stored Query

Generate Query

Qry ID 164
Qry Name TESTQRY
Qry Description My First Qry

Query

```
SELECT
PS.ENTRYSTAMP,PS.GEO,PS.LOCATIONID,PS.MARKET,PS.CNT
AV.STATS,AV.YR,RES.CONDITION,RES.QUALITY
FROM PROPERTYSALE PS,ASSDVALUES AV,RESSALE RES
WHERE PS.SALEID = AV.SALEID AND PS.SALEID = RES.SALEID
```

Save Query